

Building or Improving? Do It Right! Guide to the City's Building Permit Process

[Click here](#) to download a PDF of a guide to the permitting process in Covina. **An appointment with the appropriate professional staff is the best way to assure your project gets off to a good start.**

Forms

To prepare for obtaining a permit, print and complete these three required forms before you visit the Building and Safety Section counter at City Hall:

- [Permit Worksheet](#)
- [Permit Application](#)
- [Owner Builder Form](#)

Additional Handouts

In addition to the required forms, the following handouts provide additional information about specific types of projects:

- [Obtaining a Block Wall Permit](#)
- [Block Wall Property Owners Agreement](#)
- [Garden Wall Detail](#)
- [Patio Cover Standard](#)
- [Pilaster Detail](#)
- [Swimming Pool Demolition Procedures](#) . A [Pool Drainage Permit](#) is required.
- [Swimming Pool/Spa/Hot Tub Construction Requirements](#)
- [Window Installation Guide](#)
- [Application for Unreasonable Hardship to Disabled Access Requirements](#)

The [Special Inspector Registration Form](#) is for use by building industry professionals only.

Sign Must Be Posted at all Residential Construction Sites

The City of Covina has formally approved the Covina Residential Public Noticing Program. The program is intended to provide communication tools to inquire about and provide verification of building projects taking place in neighborhoods. Public notification signs must be visibly posted and maintained within the front yard by the contractor and/or property owner during construction. The following types of residential improvements are examples of when signage is required:

CITY OF COVINA PUBLIC WORKS DEPARTMENT

PUBLIC NOTICE

THIS CONSTRUCTION PROJECT COMPLIES WITH THE CITY OF COVINA'S MUNICIPAL CODE, WHEREBY GRANTING PERMISSION FOR THE COMMENCEMENT OF WORK, AND REQUIRING INSPECTION APPROVAL BY THE BUILDING AND SAFETY SECTION.

PROJECT ADDRESS: _____

PROJECT TYPE: _____

CONTACT: _____ **PHONE #:** _____ **LICENSE #:** _____

PERMIT #: _____ **ISSUANCE DATE:** _____

THE CITY OF COVINA'S MUNICIPAL CODE PROHIBITS CONSTRUCTION ACTIVITY BETWEEN THE HOURS OF 8:00 PM AND 7:00 AM MONDAY THROUGH SATURDAY AND ALL DAY SUNDAYS AND HOLIDAYS.

BUILDING AND SAFETY SECTION (626) 384 5460

1. New Buildings
2. Building Additions
3. Building Alterations
4. Swimming Pools/Spas
5. Patio Covers/Gazebos/Porches

This sign program became effective on July 1, 2008. The signs will indicate that the project has been reviewed, approved, and will be inspected periodically by the City to verify compliance with State and Municipal Codes.

The signs also provide the contact information for key persons involved in the project to report potential noise disturbances. If initial contact fails to resolve the noise problem, the Building and Safety Section telephone number is also provided to report continuing concerns and request appropriate enforcement. For additional information, contact the Building and Safety Section at 626-384-5460.

Building and Safety Section Services

[Plan Check](#)

[Inspections](#)